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## U.S. Department of State Records Schedule

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### Chapter 12: Medical Services Records

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#### Examination and Treatment

**A-12-001-01      Employee Medical Folder - Long-term medical records**

**Description:** a. Consist of medical histories, examinations, including laboratory reports, hospital reports and clinical interviews, exposure records, X-rays and other records relating to occupational illnesses and diseases. Records pertain to Foreign Service employees and their eligible dependents and employees of other Government agencies who are participating in the medical and health programs of the Department of State. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures; e.g. X-rays. See item 120107.

(1) Transferred Employees.

**Disposition:** After securing a written release from the named employee, transfer a copy of the EMF along with the OPF to gaining agency.

**DispAuthNo:** GRS 1, item 21a(1)      **Date Edited:** 9/9/2004

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**A-12-001-01a      Employee Medical Folder - Long-term medical records**

**Description:** a. Consist of medical histories, examinations, including laboratory reports, hospital reports and clinical interviews, exposure records, X-rays and other records relating to occupational illnesses and diseases. Records pertain to Foreign Service employees and their eligible dependents and employees of other Government agencies who are participating in the medical and health programs of the Department of State. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures; e.g. X-rays. See item 120107.

(2) Separated Employees.

**Disposition:** Retire to NPRC St. Louis, Mo., 1 year after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the birth cannot be ascertained, or 30 years after latest separation, whichever is later.

**DispAuthNo:** N1-59-89-37, item 1a(2)      **Date Edited:** 4/1/1999

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**A-12-001-01b      Employee Medical Folder - Temporary medical records**

**Description:** b. Consist of records relating to treatments or examinations received on a voluntary basis for non-job-related reasons except when such records result as a condition of employment or relate to an on-the-job occurrence. See FPM Chapter 293-31 for records generally not considered part of EMFS but may be included under certain circumstances.

**Disposition:** Destroy 6 years after separation or transfer of employee.

**DispAuthNo:** N1-59-89-37, item 1b      **Date Edited:** 4/1/1999

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<b>A-12-001-01c</b>	<b>Employee Medical Folder - Individual Employee Health Case Files</b>		
<b>Description:</b>	c. Note: The 60-year disposition applies to case files created prior to September 1, 1984.		
<b>Disposition:</b>	Destroy 60 years after retirement to Federal Records Center.		
<b>DispAuthNo:</b>	GRS 1, item 21c	<b>Date Edited:</b>	4/1/1999
<b>A-12-001-02</b>	<b>Medical Examination File - Unsuccessful Applicants</b>		
<b>Description:</b>	Consists of Certificates of Examination, Forms SF-78, 38 and 89, and DS-1686, 1622 and OF-264 which replaces DS-1686a, Report of Medical Examination.  Note: Dependents accompanying employee on tour of duty may have to undergo the same physical examinations or obtain the same inoculations as the employee.		
<b>Disposition:</b>	Destroy 2 years after applicant's rejection or failure to report for duty.		
<b>DispAuthNo:</b>	NN-166-5, item 2	<b>Date Edited:</b>	7/25/2007
<b>A-12-001-03</b>	<b>Personnel Computer Listings</b>		
<b>Description:</b>	Computer listings of personnel of the Department of State and other agencies used to audit the Employee Medical Folder to determine proper spelling of name, age, and current employing agency.		
<b>Disposition:</b>	Destroy when superseded.		
<b>DispAuthNo:</b>	NN-166-5, item 3	<b>Date Edited:</b>	7/25/2007
<b>A-12-001-04</b>	<b>Records of Retired Case Files</b>		
<b>Description:</b>	Consists of name card prepared for each file retired to the Federal Records Center.		
<b>Disposition:</b>	Destroy when corresponding Medical Case Files are destroyed.		
<b>DispAuthNo:</b>	NC1-59-76-12, item 2	<b>Date Edited:</b>	7/31/2007
<b>A-12-001-05</b>	<b>Examination Register</b>		
<b>Description:</b>	Consists of copies of Medical Examination Registration Form, DS-1456, showing personnel data and whether patient was previously examined in MED.		
<b>Disposition:</b>	Destroy reception desk copy when 1 month old; destroy original used by Control Clerk when no longer needed.		
<b>DispAuthNo:</b>	NN-171-170, item 2	<b>Date Edited:</b>	7/25/2007

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<b>A-12-001-06</b>	<b>Medical Clearance</b>
<b>Description:</b>	Consists of copies of DS-823, Medical Clearance, including waivers of medical clearance, for assignment or location abroad, upon direct hire to overseas post, or upon return to U.S. for assignment, separation, or home leave.
<b>Disposition:</b>	File original report in Employee Medical Folder (EMF). Destroy working copies after issuance.
<b>DispAuthNo:</b>	N1-59-89-37, item 6
<b>Date Edited:</b>	4/1/1999
<b>A-12-001-07</b>	<b>X-Ray Films</b>
<b>Description:</b>	Consists of X-Rays generated for persons examined by the Medical Staff or other medical facilities.
<b>Disposition:</b>	Transfer to RSC 1 year after date of separation for transfer to WNRC. Destroy when 30 years old. (ref. N1-59-89-37, item 7)
<b>DispAuthNo:</b>	N1-59-97-19, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-12-001-08</b>	<b>Radiographic Report File</b>
<b>Description:</b>	Consists of a copy of the Radiographic Report (SF-519a) used as an index to the X-ray plate file. Report is transferred to inactive file upon retirement or destruction of X-ray plate. Original report is made a part of the Employee Medical Folder (EMF), Item 120101.
<b>Disposition:</b>	Destroy 5 years after transfer to inactive file.
<b>DispAuthNo:</b>	NN-166-5, item 28
<b>Date Edited:</b>	7/25/2007
<b>A-12-001-09</b>	<b>Laboratory Reports File</b>
<b>Description:</b>	Copies of laboratory report forms such as SF-514a, Urinalysis, and SF-514b, Hematology, etc., used for reference purposes. Original report is made part of the Employee Medical Folder (EMF), Item 120101.
<b>Disposition:</b>	Destroy 3 months after date of report.
<b>DispAuthNo:</b>	NN-166-5, item 29
<b>Date Edited:</b>	7/25/2007
<b>A-12-001-10</b>	<b>Daily Record Sheet</b>
<b>Description:</b>	A log used to record number of daily clinical treatments provided by the Health Unit. Information is used for budget and statistical reporting.
<b>Disposition:</b>	Destroy 1 year after last entry.
<b>DispAuthNo:</b>	NN-166-5, item 33
<b>Date Edited:</b>	7/25/2007

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<b>A-12-001-11</b>	<b>Parasitology/Tropical Medicine</b>
<b>Description:</b>	Consists of duplicate copies of Feces Report (SF-514g), Antibiotic Sensitivity Report (DS-1705), Instructions for Parasitic Examination (DS-1501); and various other duplicate laboratory and diagnostic test reports  a. Negative laboratory test reports on which no previous parasitology case file is maintained.
<b>Disposition:</b>	Destroy 30 days after date of report.
<b>DispAuthNo:</b>	NN-171-170, item 3a
<b>Date Edited:</b>	7/25/2007
<b>A-12-001-11a</b>	<b>Parasitology/Tropical Medicine</b>
<b>Description:</b>	Consists of duplicate copies of Feces Report (SF-514g), Antibiotic Sensitivity Report (DS-1705), Instructions for Parasitic Examination (DS-1501); and various other duplicate laboratory and diagnostic test reports  b. All laboratory and diagnostic test reports maintained in the Parasitology Office case files.
<b>Disposition:</b>	Destroy 1 year after date of separation of employee.
<b>DispAuthNo:</b>	NN-171-170, item 3b
<b>Date Edited:</b>	7/25/2007
<b>A-12-001-12</b>	<b>Contractor Medical Records</b>
<b>Description:</b>	a. Employment records requiring fitness-for-duty physical examination. Includes medical histories, examinations, laboratory reports and tests, and related records.  (1) Maintenance contractors hired by the Department for overseas duty in Moscow.
<b>Disposition:</b>	Retire to NPRC St. Louis, Mo., 30 days after termination of contract. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.
<b>DispAuthNo:</b>	N1-59-89-37, item 11
<b>Date Edited:</b>	7/25/2007

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#### A-12-001-12a Contractor Medical Records

**Description:** a. Employment records requiring fitness-for-duty physical examinations. Includes medical histories, examinations, laboratory reports and tests, and related records.

(2) Individual Contractor/Contracting Firm.

**Disposition:** Retire to NPRC St. Louis, Mo., 30 days after termination of contract if not turned over to individual or contracting firm at time of termination. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.

NOTE: Decision based on Department policy, rulings, terms of contract, etc.

**DispAuthNo:** N1-59-89-37, item 11 **Date Edited:** 7/25/2007

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#### A-12-001-12b Contractor Medical Records

**Description:** b. Records relating to routine treatment of examination of individuals admitted to or voluntarily seeking treatment at health care facilities for non-job-related reasons.

Note: Records resulting from on-the-job injuries are maintained in accordance with item no. 120302.

**Disposition:** Destroy when 6 years old.

**DispAuthNo:** N1-59-89-37, item 11 **Date Edited:** 7/25/2007

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#### A-12-001-13 Immunizations - Vaccinations available to American employees and their dependents

**Description:** a. Job-related. Vaccinations which are required as part of employment or current position.

**Disposition:** File original report in Employee Medical Folder (EMF). Destroy working copies after issuance.

**DispAuthNo:** N1-59-89-37, item 12 **Date Edited:** 7/25/2007

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#### A-12-001-13a Immunizations - Vaccinations available to American employees and their dependents

**Description:** b. Non job-related. Vaccinations offered for the convenience and at the option of the employee, for example, flu and allergy shots.

**Disposition:** Destroy when 6 years old.

**DispAuthNo:** N1-59-89-37, item 12 **Date Edited:** 7/25/2007

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**A-12-001-14**      **Medical Information Management System (MIMS).**

**Description:**      Consists of selected medical information on individuals covered under the Department's Medical Program used for purposes of retrospective analyses.

**Disposition:**      Destroy or delete when no longer needed.

**DispAuthNo:**      N1-59-89-37, item 13      **Date Edited:**      7/25/2007

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### Chapter 12: Medical Services Records

#### General Administrative

##### **A-12-002-01      Medical Program Policy Files**

**Description:** Consists of policy documents pertaining to the medical program, including surveys, studies, standards, interagency agreements, regulations and other similar program material.

**Disposition:** Permanent. Transfer inactive files to the RSC for transfer to WNRC when 5 years old. Transfer to NARA when 30 years old.

**DispAuthNo:** N1-59-89-37, item 14      **Date Edited:** 7/25/2007

##### **A-12-002-02      Post Files**

**Description:** Consists of reports of immunizations, health and sanitation and medical conditions at various posts; correspondence concerning need for and/or shipment of medical supplies, and post inspection reports. Includes copies of medical contracts with private local physicians for immunizations, examinations and treatments of Foreign Service personnel, including copies of Statement of Certificate of Award of Contract and other reports and correspondence relating to the operation of health units, health problems, medical inspection visits, etc.

**Disposition:** Destroy when 20 years old.

**DispAuthNo:** NN-166-5, item 11      **Date Edited:** 7/25/2007

##### **A-12-002-03      Contract Files**

**Description:** a. Professional Services Contracts. Copies of contracts pertaining to employment of physicians, nurses and laboratory technicians; and service contracts with hospitals, laboratories, laundries, etc. Original contracts maintained by the Office of Personnel.

**Disposition:** Destroy 2 years after completion of termination.

**DispAuthNo:** NN-171-170, item 5      **Date Edited:** 7/25/2007

##### **A-12-002-03a      Contract Files**

**Description:** b. Unsuccessful Applications for Contract Employment. Unsuccessful applications for contractual employment of physicians, nurses and laboratory technicians.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-166-5, item 9      **Date Edited:** 7/25/2007

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**A-12-002-04      Statistical Work Reports**

**Description:**      Consists of copies of work reports prepared for administrative office by various medical units.

**Disposition:**      Destroy 1 year after date of report.

**DispAuthNo:**      NN-166-5, item 13      **Date Edited:**      7/25/2007

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#### Administration and Claims

##### A-12-003-01 Authorization Files

**Description:** Files maintained for statistical reporting purposes concerning authorizations issued to Foreign Service employees and dependents for medical treatment, hospitalization, and/or medical consultation with outside sources.

**Disposition:** See sub sections 01a through 01c for specific dispositions

**DispAuthNo:** NN-166-5, item 15 **Date Edited:** 7/25/2007

##### A-12-003-01a Authorization Files

**Description:** a. Copy of Authorization for Medical Treatment (DS-569).

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-166-5, item 15a **Date Edited:** 7/25/2007

##### A-12-003-01b Authorization Files

**Description:** b. Name card record for each employee or dependent hospitalized.

**Disposition:** Destroy 5 years after separation of employee.

**DispAuthNo:** NN-166-5, item 15b **Date Edited:** 7/25/2007

##### A-12-003-01c Authorization Files

**Description:** c. Daily sheets arranged chronologically showing names of persons to whom authorizations were issued.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-166-5, item 15c **Date Edited:** 7/25/2007

##### A-12-003-02 Personal Injury Files

**Description:** Consists of copies of correspondence and memorandums transmitting forms such as CA-1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment and CA-2, Official Superior's Report of Injury, and related medical information regarding on-the-job injuries whether or not a claim for compensation was made, excluding copies filed in the EMF and copies submitted to the Department of Labor.

**Disposition:** Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

**DispAuthNo:** GRS 1, item 31 **Date Edited:** 4/1/1999

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**A-12-003-03      Register/log of occupational illnesses and injuries**

**Description:** Register/log of occupational illnesses and injuries.

**Disposition:** Destroy 6 years following the end of the related fiscal year.

**DispAuthNo:** N1-59-89-37, item 20      **Date Edited:** 7/25/2007

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**A-12-003-04      Voucher for Medical Services**

**Description:** Working copies of OF-254, Voucher or Sub-Voucher for Medical Services, which is certified and sent to Fiscal Services for payment.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-166-5, item 18      **Date Edited:** 7/25/2007

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